WHAT IS CLAIMED IS:

1. A receiver controlled method for processing at least one document, said method comprising the steps of:

(a) providing at least one processing step to be performed on said at least one document;

(b) providing at least one document classification to be associated with an at least one DPP;

(c) creating said at least one DPP by associating at least one of said at least one processing steps therewith; and

(e) associating each at least one document classification with one of said at least one of said at least one DPP.

2. The method of claim 1, wherein said at least one processing step is a predefined step.

3. The method of claim 1, wherein said at least one processing step is a step defined by said receiver.

4. The method of claim 1, wherein said at least one processing step is selected from a group consisting of:

(a) storing a printed copy of said document in a document file;

(b) storing said document in a memory;

(c) storing a copy of said document in a second memory;

(d) sending a copy of said document to another recipient;

(e) printing said document;

(f) sending a confirmation message to the sender of said document;

(g) converting an image of said document into a text document;

(h) searching a text document for key words;

16

(i)   creating index entries for said document;

(j)   requiring that said document be encrypted;

(k)   decoding an encrypted document;

(l)   requiring that said document be sent in a specified format;

5   (m)   requiring the use of specified scanner settings;

(n)   requiring transmission of said document using a specified method;

(o)   requiring that said document be sent from a specified location;

(p)   requiring that said document identifier be entered before transmission of said document;

10   (q)   requiring that a password be entered before transmission of said document;

(r)   requiring that a public encryption key be entered before transmission of said document.

(s)   requiring that a document be retransmitted if a transmission fails;

15   and

(t)   requiring that a digital watermark be placed in a document.

5.   The method of claim 1, further comprising the step of assigning an identifier to each said at least one document classification.

20

6.   The method of claim 1, further comprising the step of providing at least one document subclassification.

7.   The method of claim 6, further comprising the step of associating

25   said at least one processing step with each said at least one document subclassification.

8.   The method of claim 6, further comprising the step of assigning an identifier to each said at least one document subclassification.

17

9.   The method of claim 1, further comprising the step of associating a document classification identifier representing said at least one document classification to said document.

5   10.   A method for processing a document, said method consisting of the steps of:

(a)   accessing a registration server;

(b)   selecting a document classification identifier;

(c)   printing a cover sheet;

10   (d)   scanning said cover sheet; and

(e)   scanning a document.

11.   The method of claim 10, wherein said step of selecting a document classification identifier further comprises selecting a document classification identifier

15   stored on said registration server.

12.   The method of claim 10, wherein said step of printing a cover sheet further comprises printing a machine-readable document classification identifier thereon.

20   13.   The method of claim 10, wherein said step of printing a cover sheet further comprises printing a human-readable document classification identifier thereon.

14.   The method of claim 10, wherein said step of scanning a cover sheet further comprises scanning a document classification identifier appearing on said

25   cover sheet.

15.   A system for processing a document comprising:

(a)   at least one registration server for storing at least one DPP;

PDXDOCS:1221594.4

(b)   at least one receiver client for accessing said at least one

registration server; and

(c)   at least one sender client, said sender client for accessing said at

least one registration server and printing a cover sheet.

5

16.   The system of claim 15, further comprising at least one scanner,

said scanner for scanning at least one document and said at least one cover sheet.

17.   The system of claim 15, further comprising said at least one

10   scanner capable of communication with said at least one registration server.

18.   The system of claim 15, further comprising said at least one

scanner capable of reading and decoding a machine readable document classification

identifier.

15

19.   The system of claim 15, wherein said at least one scanner is

selected from the group consisting of:

(a)   a digital document scanner, a computer, and a printer in

combination; and

20   (b)   a network-enabled digital copier; and

(c)   a digital facsimile machine.